

Other Government Sources of Supply Guideline - 5.10.G (12/15/99)

[Last Update: \(12/15/99\) BDenman:dal - 5.10.G.0](#)

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This guideline has been reformatted for placement on Sandia's External Web site.

Definitions

A Federal Supply Schedule (FSS) or Authorized ADP Schedule (ADP) is a contract between a commercial entity and the Government. A copy of the contract is generally published by the

commercial Contractor. These copies will include the:

- published pricing, or
- a discount schedule from a published price list.

Note: FSS and ADP contracts are indefinite quantity contracts that the commercial Contractor has negotiated with the General Services Administration (GSA). Terms and Conditions (Ts&Cs) for FSS or ADP orders are those which have been negotiated in the contract between GSA and the commercial Contractor.

Solicitations - 5.10.G.1

Solicitations for items or services when the services are under an FSS or ADP, or when there is market competition and some suppliers might offer FSS or ADP scheduled items or services, may be issued under SNL contract, Commercial Items (CI), or Fixed Price (FP) Ts&Cs. If applicable, and advantageous to SNL, the award may be made under an FSS or ADP schedule Ts&Cs.

When items or services are covered under an FSS or ADP schedule, sending an solicitation is a matter of SCR judgment. SCRs should solicit offers if:

- PO/contract total/line item amount exceeds the maximum order quantity on the schedule,
- total PO/contract amount is relatively large, i.e., exceeds dollar limitation,
- SOW calls for items and/or services not listed in the schedule,
- SCR believes that market competition may be beneficial to SNL, or
- SCR needs to incorporate additional Ts&Cs for the transaction.

Procurements of any value placed under a Lockheed Martin Corporation (LMC) operating unit GSA schedule require prior Organizational Conflicts of Interest (OCI) determination from DOE/KAO (see Policy and Guideline 5.13) as well as DOE approvals in accordance with Policy and Guideline 10.4. Orders placed against an FSS or ADP schedule are subject to the sole-source requirements of Policy and Guideline 1.3.

Required Clauses for FSS/ADP Schedule Orders - 5.10.G.2

When all items to be ordered are covered by the ADP or FSS schedule, inclusion of SC 115-KFS

is mandatory. This clause incorporates the applicable FSS or ADP schedule number and date.

If all items are not under an FSS or ADP schedule, the order shall differentiate the FSS or ADP schedule items from those subject to SNL contract, CI, or FP Ts&Cs by using SC 116-KFT. This clause should follow the SOW. This clause incorporates the applicable FSS or ADP schedule number and date, and the order item number(s) subject to Ts&Cs of the schedule contract.

If the FSS or ADP schedule order covers services, there is a possibility that the succeeding FSS or ADP schedule will contain modified rates. When the services on an expiring FSS or ADP schedule contract will continue on a succeeding schedule, the SCR may choose to:

- provide for contingency funding, using SC 217-FFA in order to provide sufficient funding for rate changes and avoid processing a revision, or
 - incorporate SC 118-FH.
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Price Reasonableness - 5.10.G.3

Orders against Federal Supply Schedules (FSS) do not require further price justification since: (1) GSA has already determined the price to be fair and reasonable, and (2) these schedules are awarded using competitive procedures.

Each GSA schedule has a Maximum Order Limit (MOL). This limit represents the point where it is advantageous to seek a price reduction. SCRs can place orders that exceed the MOL, however they must attempt to negotiate a reduction on the prices offered in the GSA schedule.

Conflicting Ts&Cs - 5.10.G.4

When required contractual provisions conflict with or modify GSA provisions or it is advantageous to SNL, a competitive procurement shall be negotiated in lieu of ordering under FSS or ADP. SNL Ts&Cs not in conflict with GSA contract provisions may be incorporated in FSS or ADP orders, as appropriate.

Sources of Supply, Other - 5.10.G.5

Procurements from Federal Penal or Correctional Institutions, such as Unicor, Inc., and items in

the Schedule of Blind-Made Products, are made in accordance with GSA published price schedules. The description of product or services required shall be preceded by SC 101-KF5, Federal Agency Order.

Orders for GSA Stores Stock are sent to GSA Supply Depots on GSA Standard Form 344, Multiline Standard Requisitioning/Issue System Document. Instructions for completing the form are in the Fedstrip Operating Guide, GSA Handbook, FPMR 101-26.2, available from PPPD.

For internal purposes (coding, data input, receiving, payment, etc.), an order format document shall be completed and distributed. The legend: "GSA Order Serial # _____ Internal Distribution Only" shall precede the description of items ordered. A copy of the GSA Form 344 shall be attached to the numerical copy.


Applicable Clauses - 5.10.G.6


- SC 101-KF5 - Federal Agency Order Preamble
 - SC 115-KFS - Order Against ADP or Federal Supply Schedule Contract - Total
 - SC 116-KFT - Order Against ADP or Federal Supply Schedule Contract - Partial
 - SC 118-FH - Succeeding Federal Supply Schedule/ADP Schedule Contract
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References - 5.10.G.7

- Policy and Guideline 1.3 - Competitive vs. Noncompetitive Purchases
 - Policy and Guideline 5.13 – Organizational Conflicts of Interest
 - Policy and Guideline 10.4 – Procurement Action Summaries
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Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.

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